



Speech and Hearing Center of the Mid-South, DBA Memphis Oral School for the Deaf

Job Title: Executive Director

Mission & Vision: Speech & Hearing Center of the Mid-South dba Memphis Oral School for the Deaf (MOSD) is a non-profit organization that aims to empowering children who are deaf or hard of hearing to listen, learn, and speak through early intervention, advanced technology, and family-centered education. Our vision is to serve all children with hearing loss regardless of their ability to pay, preparing them for successful entry into kindergarten with speech and language skills that will enable them to develop literacy skills, communicate verbally with their hearing peers, and achieve success in their academic and career goals.

Organization: MOSD is an early education intervention auditory-verbal clinical educational program focusing on developing listening and spoken language skills (LSL) in children who are deaf and hard of hearing. Our program components include:

- ***Sound Beginnings*** Family Training Program for children with hearing loss ages birth-4 and their families
- ***Sound Transitions*** Auditory/Oral Developmental Therapy Program for children with hearing loss ages 1-3 and their families
- ***Sound Voyagers*** Language Development program for hearing children (age 3-4)
- **MOSD Preschool** for children with hearing loss ages 2-6
- **Mainstream Consultation Services** for children who have graduated from MOSD and entered classes in a mainstream school to provide support for the student and their teachers
- **Speech and Hearing Center of the Mid-South** which provides clinical services to children and adults including: ➤ Audiological evaluations ➤ Cochlear implant mapping and monitoring ➤ Aural habilitation therapy ➤ Speech and language evaluations ➤ Speech and language therapy
- **First Joy Preschool** is a nurturing learning environment dedicated to supporting the development of young children ages, 3months old to 5 years old.

The Position

The Executive Director reports directly to the MOSD Board of Directors and is responsible for the overall success of the organization. The Executive Director will be accountable for carrying out and protecting the vision and mission of the organization.



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Responsibilities

Leadership

- Develops and maintains a strong team that is accountable for the day-to-day functions at MOSD and ensures that activities are consistent with MOSD's vision and mission.
- Provides support for all administrative staff with close collaboration with the Educational Services Director, Development Director, and Business Operations Director.
- Recruits excellent personnel candidates. Interviews and hires teaching/professional staff with input from Educational Services Director and Business Operations Director.
- Provides leadership to TN Legislature regarding the educational needs of children with hearing loss in an effort to build funding sources and collaborations.
- Actively participates as representative and committee member for OPTION Schools.
- Demonstrate assertiveness in decision-making yet maintains an open-door policy for staff and stakeholders.
- Demonstrates integrity through commitment and accountability and builds trust through communication.
- Encourages cross-departmental collaboration and support among all staff.

Program Development

- Monitors and evaluates programs and services to children ensuring that all short- and long-range plans are developed to improve and broaden service delivery done in close collaboration with the Educational Services Director.
- Continues to promote MOSD as the leading resource for children with hearing loss in the Mid-South.
- Ensure programs are developed in line with MOSD mission.
- Engages with staff and families served by the organization.
- Actively pursues opportunities to improve operations and effectiveness through collaboration with Educational Services Director, Business Operations Director, Administrative Staff, and clinic staff within Speech and Hearing Center of the Mid-South.
- Ensures compliance with all licensing and accreditation guidelines.
- Participate actively within the OPTION Schools network to ensure best practices in developing listening and spoken language skills in our students at MOSD.
- Maintains relationships with university and hospital personnel to promote research and collaboration.
- Oversees grant writing initiatives through communication and peer review.
- Responsible for maintaining grant funding and reporting guidelines.

Organization and Management of Staff

- Ensures the development of a strong and effective team that works as a cohesive unit in achievement of program objectives through ongoing evaluation, coaching, training, and professional development.
- Collaborate with the Educational Services Director to provide support of school operations and performance educational/professional staff



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- Oversee speech clinic staff on maintaining a full case load, monitoring waiting lists, and timely follow-up on referrals.
- Ensuring smooth operations and protocol for billing, credentialing, and client paperwork.
- Reviews clinic operations for ways to improve/expand services offered and revenue opportunities.
- Conducts performance reviews for Administrative Team.
- Collaborates with the Business Operations Director on employee contract renewals and identifies raises for staff.
- Ensure grant contract requirements, specifically under TEIS/DIDD, are achieved through supervision of the Educational Services Director.
- Oversee building facilities and maintenance needs through service contracts and repairs.

Board Relations

- Provides appropriate and timely advice, background information, and briefing materials to the Board in carrying out their range of governance responsibilities.
- Ensures that Board Members are kept abreast of all relevant information about MOSD activities by attending and participating in all monthly board meetings.
- Actively supports Board Chairman with efforts to expand membership and committee duties to enhance effectiveness of the board.

Financial and Administrative Management

- Oversee the ongoing implementation of effective financial and administrative systems and ensure the most effective utilization of financial resources within established budgets.
- Works alongside the Finance Committee to build short and long-range strategic plans for program expansion and capital improvements.
- With the Business Operations Director, prepares an annual budget that is submitted to the Board for approval.
- Collaborate with the Business Operations Director for the annual audit, maintaining compliance with record-keeping and financial transactions.
- Ensures smooth process of invoices and payments, collaborating with Administrative Assistant and Business Operations Director weekly.
- Reviews and approves employee benefits.
- Review and approves admin staff time off requests.
- Identifies ways to increase revenue and expand portfolio through communication and collaboration with the Finance Committee and Financial Advisor.
- Ensure compliance with the State of Tennessee through timely annual renewals.
- Point of contact on all state, government, and legal contracts or services.

Fundraising

- Identifies, cultivates, and solicits donors.
- Demonstrates support of Development Director and team to drive successful implementation of fundraising events and campaigns.
- Ensuring development activities are in line with MOSD mission.
- Attends all fundraising events as the face of MOSD.



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- In collaboration with the Development Director, research grant guidelines and submit written grant requests to foundations, corporations, and businesses that reflect the unique needs of our children and MOSD and the necessary funding to meet those needs.

Marketing and Communications

- Oversee the development and implementation of comprehensive marketing and communications program and strategies that support the achievement of the goals and objectives of MOSD.
- Provides on-site tours and off-site presentations to educate the public about the effects of hearing loss on language development and the unique role that MOSD plays in helping children with hearing loss learn to listen and talk.
- Demonstrates effective delivery of organization mission and knowledge of services through public speaking.
- Identifies opportunities for community networking with other non-profit leaders.
- Maintains oversight of all social media platforms for accuracy and consistent content.

Attributes

The ideal candidate will embody the following personal qualities:

- **Empathetic:** Listens with care, understands diverse perspectives, and fosters an inclusive, supportive environment for staff, families, and community members.
- **Driven:** Demonstrates initiative, persistence, and a strong work ethic in pursuit of organizational goals.
- **Philanthropic Spirit:** Passionate about mission-driven work and motivated by service to others.
- **Compassionate Leader:** Balances accountability with understanding, supporting both team members and the families we serve with warmth and integrity.
- **Conflict Management Skills:** Navigates difficult conversations with professionalism and tact, using active listening and solution-oriented thinking to foster resolution.
- **Collaborative:** Works well across teams and roles, building trust and strong relationships throughout the organization.
- **Ethical and Transparent:** Acts with integrity, communicates openly, and leads by example

Position Requirements

- Bachelor's Degree is required. Graduate Degree preferred.
- Experience in administrative leadership required.
- Knowledge of early intervention, hearing loss, and/or early childhood education is strongly preferred.
- Strong written and oral communication skills.
- Effective interpersonal skills and relationship-building.
- Self-motivated and directed with the ability to balance multiple projects and deadlines.
- Experience in Non-profit/fundraising/event planning.
- Understanding and commitment to the organization's vision and mission.
- Comfort and experience in public speaking.
- Experience in marketing and communications.



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- Experience in managing property/building operations.
- Excellent project management and organizational skills.

Compensation: The starting salary of this position is \$100,000

Benefits:

Medical/Dental/Vision	403B & Employee Life Insurance
PTO – including sick	Short-Term Disability - Optional